Welcome

Leckhampton C of E Primary School is a happy, dynamic learning environment, built on a tradition of success, care and excellence, where children are encouraged and nurtured to achieve their best. We provide a vibrant, caring and calm atmosphere where children are able to contribute and achieve in all areas of school life.

At Leckhampton, the children are at the heart of all we do and we believe that every child deserves the opportunity to be happy, feel valued and experience success.

As a Church school, our curriculum is designed to present children with exciting learning opportunities, which motivate and inspire them, supported by Christian values. We aim to provide our children with the skills, knowledge and values they may need as they continue on their learning journey.

This prospectus aims to provide you with information about our school, its aims, curriculum and activities. I hope it will give you a 'feel' for the life and work of the school.

You are, of course, very welcome to come and look around the school!

On your visit to the school, I know that you will experience for yourself the happy, dynamic learning environment that makes our school community so special.

I look forward to meeting you and your child in the near future.

MISS S. J. PORTER, HEADTEACHER
Vision
An outstanding, values driven school, preparing children for modern Britain and a changing world

Values
At Leckhampton C of E Primary School, we strive to be the best we can be and aim to help all children develop a love of lifelong learning in a warm, vibrant and caring environment. At the heart of our Leckhampton family are our core values:
Respect
Compassion
Responsibility
Perseverance

Aims
• Provide outstanding teaching and learning experiences which develop compassionate, confident and resilient learners.
• Provide a curriculum which is inspiring, creative and progressive.
• Equip our children with the skills needed to become curious, independent, lifelong learners.
• Provide an indoor and outdoor environment which stimulates curiosity and confidence.
• Develop values for life, enabling all pupils to respect themselves and others.
• Develop children’s understanding of what it means to be part of a community and how they can make a difference.
• Positively establish strong links with schools and communities in other countries.
• Strengthen our engagement with the local Church and Diocese and other faith groups.
• Promote sustainability and ecological awareness.
• Provide professional development and training opportunities for staff and governors.
• Drive forward positive changes and support one another along the journey.
• Manage our financial and environmental resources responsibly, providing a safe, stimulating, eco-friendly and sustainable environment, with the highest level of staffing and continued professional development.

open hearts open minds open doors
Enjoying and Achieving

The very heart of our school lies in teaching and learning. We have a skilled, caring and dedicated team of staff who provide the very best opportunities for our children and school community. Our well resourced and spacious indoor environment which includes a library, a music/drama room, studio, IT innovation room (iQuad) and parents’ room, is complemented by an impressive outdoor environment. The gardening zone is nestled between an established wildlife area, early years outdoor area, attractive playgrounds and a large school playing field. Our most recent addition to the school grounds is the Woodland Area, a real favourite amongst our younger children.

A Caring Community

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Making a Positive Contribution

There are many opportunities here at Leckhampton to contribute to school life and the wider community. Our elected House Captains and School Council provide a voice for pupils. Eco Monitors from the Eco Council can be seen around the school ensuring that lights are not on unnecessarily and that we carefully consider our energy choices. The children are supported by committed staff and governors who work as a team to make the children’s ideas a reality. Music, Art and Drama play an integral part in school life. Whether it’s playing a musical instrument, acting, dancing, public speaking or singing, the choices are wide and varied. Our musicians are able to share their success during evening concerts for friends and families and in our annual House Music Competition, organised by our House Captains and Vice House Captains, which is an event the whole school looks forward to.

Our school choirs perform in a variety of venues throughout the year and have included the Cheltenham Ladies College, Cheltenham Town Hall and Gloucester Cathedral. Being able to perform in such wonderful venues at special times of the year is a truly magical experience for our children, staff and families.

Learning to lead a healthy lifestyle is an important part of Primary Education. In addition to their carefully planned Physical Education lessons, our dedicated staff run a variety of extracurricular clubs to engage and interest children. Whether you are a keen rugby player, footballer, hockey or netball player, there is something for everyone. Our clubs are an invaluable way of further developing skills, an understanding of what it means to be team player and fostering a love of sport.

We also invite agencies to use our premises to provide additional opportunities for children outside school including football coaching and karate.

Our children want to make a difference to the world in which they live. Red Nose Day, Comic Relief and Sports Relief are just a small number of the charitable events we take part in.

We enjoy many cake sales throughout the year planned by the children themselves which enable them to raise funds for our three school charities.

Our school plays a part in our local community, performing or assisting at events and collaborating with other schools. We are surrounded by a supportive community including our local Parish Church, St Peter’s, with whom we enjoy strong links.
Here at Leckhampton, we recognise how important it is to prepare children for the ever-changing world in which they live. Technology is an essential part of the school day for all year groups and is used to support teaching and learning in a variety of ways. Digital Leaders work alongside our IT staff to train staff and pupils on new Apps and programs and assist in leading on the importance of e-safety. Our new ICT Zone, the iQuad, takes centre stage here at school and is a hive of activity. This dedicated IT room provides staff and pupils with the opportunity to explore technology in a fun, safe and exciting way.

By ensuring strong foundations in the core subjects of English, Mathematics, Science and Information Communication Technology, our children are off to a great start. These skills are used and applied in all areas of the curriculum and beyond.

As an outstanding Church School, we follow the ‘Values for Life’ scheme of work which supports Collective Worship in our school. This is a time where the whole school community meets to explore our 4 school values. The children take part in Collective Worship and their Class worship is a real highlight of the week! Religious Education is a core subject in our school and through its teaching endeavours to develop the spiritual growth of each child. In understanding the nature of religious beliefs and practices in the major world faiths, and the importance and influence of these in the lives of the believers, children begin to understand themselves.

Parents who wish to withdraw their child from attendance at religious worship or from religious education are asked to discuss this with the Headteacher.

A Future Perspective

Developing Spirituality

“ This is an outstanding vision-led Christian learning community, characterised by an insightful focus on the needs of each individual for the benefit of the whole school family”

“ Inspired by the school’s Christian vision all members of staff work hard and with good effect, demonstrating their shared commitment to the flourishing of all children and adults in the school community.”

“ The outworking of the mission and purpose of the school through an uncompromising focus on deeply Christian values means that the school’s motto of ‘Open Hearts, Open Minds, Open Doors’ is a daily reality for all children and adults.”

“ They use the analogy of a ‘big family’ when discussing their school and explain how people within a family can have many differences yet remain woven together by love.”

“ Parents are welcomed as members of the school family and this enables them to be partners in their children’s education. Partnerships are a key feature of this outward-looking Christian learning community.”

NATIONAL SOCIETY SATUTORY INSPECTION OF ANGLICAN AND METHODIST SCHOOLS REPORT – FEBRUARY 2018 – GRADED OUTSANDING IN ALL CATEGORIES.
At Leckhampton, we aim to make every day special in some way. By working together we can ensure that we give our children the very best start possible. Parents are encouraged to take an active role in their child’s learning at school. Our staff are always on hand to answer any queries or concerns you may have regarding your child starting school. In November, prospective parents/carers are invited to attend an evening meeting which outlines the admissions process and gives an insight into the exciting opportunities which lie in store for children starting school with us in September.

We greatly appreciate the considerable help and support given by parents and volunteers on a daily basis supporting activities in the classroom and around the school. The Friends of Leckhampton Primary School Association (FOLPS), our Parent/Teachers Association, aims to unite all parents in activities, which support the school and enhance the education of pupils. Getting involved with FOLPS is a great way of meeting new people and enabling our children to have those little extras!

Working in Partnership

Staff:

Headteacher:
Miss S J Porter

Senior Leadership Team:
Mrs S Taylor (Assistant Headteacher)
Mrs R Curtis (SEN Co-ordinator)

Middle Leadership Team:
Mr M Richards
Miss A Sullivan
Mrs R Ross

Teachers:
Mrs H Bennett
Mrs L Chapman
Mrs I Connolly
Mrs A Daly
Mrs R Edden
Mrs L Edwards
Miss G Flood
Miss R Gray
Mrs S Head
Miss L Heath
Miss J Ing
Mr G Mackenzie
Miss E Manning
Mrs J Manning
Mrs K Oakey
Mrs A Parrott
Mr S Parsons
Mrs S Pinless
Mr M Richards
Mrs M Riches
Mr T Robinson
Mrs R Ross
Mr J Seeley
Mr A Slade
Miss A Sullivan
Mrs S Taylor
Mrs J Thomas
Miss C Wilding
Mrs E Woolford

Teaching Partners:
Mrs R Barnett
Mrs K Blake
Mrs J Caulfield
Miss J Close
Mrs J Cousins
Mrs L Crabb
Mrs P Daniel
Mrs E Evans
Mrs J Eyles
Ms S Grover
Mrs S Humpherson
Mrs C Lawrence-Dowds
Mrs R Linton
Mrs H Maurice
Mrs S Head

School Business Support Team:
Mrs L J East (School Administrator)
Mrs K Evans (Admin Assistant)
Mr Q Kelsey (Caretaker)
Miss S Merrett (IT Technician)
Mrs S D Smith (Bursar)

Cleaners:
Glen Cleaning

Catering:
Caterlink Ltd

Mid day Supervisors:
Mrs R Barnett
Mrs J Caulfield
Miss J Close
Mrs R Crabb
Mrs P Daniel
Mrs A Elua Samaniego
Mrs J Eyles
Miss G Jones
Mrs C Lawrence-Dowds
Mrs R Linton
Mrs H Maurice

Foundation Governors:
Ms J Allison
Rev G Grady (ex officio)
Miss S Marlow
Vacancy

Parent Governors:
Mr M Gill
Mr J Hutchins
Mr M Peplow
Mr R Salisbury
Mrs A Boyes

Co-opted Governors:
Mr T Beardsmore (Chair)
Mrs L Crabb
Mr J Mace
Mrs E Rossler
Miss L J Wilson

Staff Governors:
Mr J Seeley
Headteacher Governor:
Miss S J Porter
Clerk to the Governors:
Mrs L J East

All correspondence c/o Clerk to the Governors, Leckhampton CE Primary School
Admission
Parents moving into the district or considering sending their child to the school are invited to contact the school office to arrange a visit. Admissions are dealt with by the Local Authority in accordance with their published criteria. If parents so wish, their child's entry can be delayed until the beginning of Term 3 or Term 5, provided that he/she starts in the term after their fifth birthday. If the school's standard number of 60 admissions is oversubscribed places will be offered in accordance with the following criteria:

1. Children in Public Care (Looked After Children).
2. Children who will have siblings attending the school at the time the applicant child is admitted.
3. Children for whom only one particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of the school concerned.

4. Children with the strongest geographical claim, measured in a straight line from the geographical home address (including flats) to the central point of the school, using the Local Authority's computerised measuring system, with those in closer proximity entering the school first.

Where any particular category at points 1-3 above is closer to the school receiving the higher priority, the child's home address (including flats) to the central point of the school, using the Local Authority’s computerised measuring system, will be used to determine which child is offered a place.

Following the allocation of places by the Authority in the Spring, we will invite children in small groups to visit the school and attend the receiving school for a morning. Where any particular category at points 1-3 above is oversubscribed, criterion 4 (strongest geographical claim based on straight line distance) will be used to determine which child is offered a place.

In September, Reception children are introduced into school on a part time basis by attending a morning or afternoon session on alternate weeks, so that each child experiences all the activities of a school day in a smaller group. These alternate sessions continue for all Reception children until just before the Autumn half term, at which point it is hoped that all children can start attending full time. If parents feel that their child is still not ready to cope with full days they are requested to discuss this with their child's class teacher.

Session Times
Start of School 8:45 a.m.
Key Stage 1 Lunchtime 12:00 to 1:00 p.m.
Key Stage 2 Lunchtime 12:15 p.m. to 1:15 p.m.
End of Key Stage 1 Day 3:00 p.m.
End of Key Stage 2 Day 3:15 p.m.

Children are welcome to come into their classrooms from 8:35 am at the start of each school day. Children in Years 3 to 6 enter the school via the Key Stage 2 entrance and Key stage 1 at the rear of the school. All pupils must be in class for the start of the school day at 8:45 am.

Absences
Parents are requested to notify the school of their child's absence by telephone on the first day of absence and a letter is required on their return to School. Absence data is regularly checked by the Local Authority and is also shared with the Department for Education.

Holiday absence during the academic year is not permitted as it interferes with the continuity of a child's education. Schools may agree to leave in an academic year in exceptional circumstances. This request must be made in writing to the Headteacher.

Year 6 children are not allowed to be absent during Key Stage 2 Test Week. If a child is to be temporarily taken from school during the day, parents should report to the school office to sign their child out and in again on their return.

Emergencies
First Aid equipment is kept in different parts of the school, and members of staff have been trained in its use. Parents must ensure that their contact details are given to the school office and that any changes to the details are passed on immediately. Please be aware that any mobile numbers given must be contactable during the school day.

In adverse weather conditions the school may have to be closed. Sudden closure will be communicated by BBC Radio Gloucestershire and www.gloucestershire.gov.uk/closedschools and the School’s Text Messaging Service.

Communicating Information
As holders of the “Green Flag” which celebrates our commitment to supporting the environment, our preferred method of communication is by email. News bulletins, letters and information are sent to parents at their preferred email addresses. Parents may have up to four email addresses registered to each child. We also use the very popular text messaging service to parents which is a quick and easy way for the school to communicate at short notice.

School Uniform
The school uniform, although optional, is worn by all children and contributes to a feeling of belonging to the school. The uniform is available from most stores. "Lackenhampor" embroidered uniform is available from Michael Hope Sports. Details are available from the office. The parents organise a ‘Nearly New Shop’ at the school weekly during term time. The uniform for all children is as follows:

- Winter white school shirt, grey skirt or pinata or grey school trousers or shorts, bottle green school jumper or cardigan (not sweatshirts), dark green/blue tie. White, grey, green or black socks.
- Summer as above, or green striped or gingham dress.
- Shoes please ensure that these are practical and can be fastened independently. Boots, open-toed sandals, trainers and "fashion" shoes are not appropriate.

Variations on the above may be made on the basis of religious or cultural beliefs.

The Governors wish to stress that trousers should be:
- dark grey school trousers, which can be purchased from the school uniform department of major stores or school uniform shops. Jeans, leggings/tracksuit bottoms or fashion trousers are not suitable. For some performances Kit is required clothing for physical education. This should consist of:
- Trainers These can be fastened independently and should have good grip.
- Shorts Black or white shorts (not cycle shorts)
- T Shirt Plain white
- Sweatshirt Green sweatshirt
- Joggers Plain black jogging/tracksuit bottoms
- Socks P E Socks
- PE kit with the school logo is available online from Michael Hope Sports.

It is necessary for children's clothing to be protected when having Art and Craft lessons and parents should supply a suitably adapted shirt or apron/overall. PE bags and aprons are available at the School Shop.

School Meals and Milk
Meals are cooked in the school kitchen by Caterlink. Great care is taken to ensure that the meals provide a well balanced and nutritious diet for growing children bearing in mind present options as to the value of lower fat, lower sugar and high fibre diets. Meal times also provide the opportunity to develop co-operation and conversational skills.

Payment for school meals is made on-line through ParentPay or by using a PayPoint Card. Further information will be provided by the school office. Menus can be viewed on our school’s website and are distributed to all parents in paper form. Free meals are available to those who qualify either through Universal Infant Free School Meals or through certain benefits; forms can be obtained from the School Office. School lunches for children in Reception, Year 1 and Year 2 are eaten in the School Hall along with children from Reception to Year 3 who bring packed lunches. Years 4, 5 and 6 eat their packed lunches in the classroom supervised by members of staff.

Please do not send breakable containers. Children are encouraged to bring a drink of water to be consumed throughout the day. Fruit or vegetables, prepared at home, may be brought to school by children in Key Stage 2 to be consumed at morning break time; children in Key Stage 1 are provided with fresh fruit or vegetables under the Government funded School Fruit and Vegetables Scheme. Milk is available through “Cool Milk for Schools” and is drunk at morning break. Children are also entitled to free school milk up to the day before their fifth birthday. Forms are available from the school office on request.
Meeting the Learning Needs of Individual Pupils

The school is able to provide for the requirements of children who have a wide variety of special educational needs including the gifted and talented and children from minority ethnic backgrounds. If you feel that your child may require special help, either physically, emotionally, socially or intellectually, the Headteacher would be pleased to discuss the types of additional support, in terms of facilities and special equipment, in the context of your child’s particular needs.

The School’s Special Educational Needs Policy has been written in line with the National Code of Practice. The Policy is reviewed annually by the Governing Body and there is also an SEND Link Governor.

When it is proposed that a child will be placed on the SEND Register, further information will be made available to parents. We have an Inclusion Lead (Mrs J Gill, Assistant Headteacher) and Special Educational Needs and Disabilities Co Ordinator (Mrs R Curtis) who work closely together to support class teachers. The School employs a number of Teaching Assistants who are flexibly deployed to meet the ever changing needs of pupils.

As a school we welcome the full support of parents in supporting their children’s specific needs and encourage the children to become actively involved in their own progress.

The school works very closely with a range of outside agencies, such as the Educational Psychology Service, from whom we receive specialist advice as to how we can best support an individual child’s progress.

Further details about the Code of Practice and the School’s SEND Policy, as well as other related information leaflets are available from the school.

As a school we are constantly reviewing the learning needs of all the children, in the context of an inclusive environment. We recognise that there are a small number of pupils in school who, at some stage of their schooling, will meet the definition of ‘gifted’ or ‘talented’.

At Leckhampton Primary School, we define a gifted and talented pupil as one who displays an exceptional talent in one or more academic subjects and a talented pupil as one who displays an exceptional talent in one or more areas such as art, music, PE.

We aim to provide all these children with opportunities, both in and out of school, for curricular enrichment and/or extension to enable them to achieve success. We particularly encourage this group of pupils, as indeed with all pupils, to develop independence and co-operative skills and to foster high expectations for themselves.

Curriculum Complaints Procedure

The Authority has established arrangements to consider parents’ complaints about the school’s curriculum and related matters. A copy of the full procedure for this is available for inspection in the school.

Children with Disabilities

Children with disabilities are admitted to Leckhampton Primary School on the same basis as all other children. The school works closely with outside agencies to ensure that the needs of children with disabilities are met. The school is readily accessible for pupils with disabilities and there is an Equalities Policy and Equality Scheme in place, a copy of which is available from the school.

Complaints Procedure

The School has in place a general complaints procedure a copy of which can be obtained from the school office.

Other Published Information

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have a Freedom of Information Policy which sets out all the information we publish on a regular basis and where to find it. Ask the school office to let you see the Scheme or provide you with a copy.

The School Website

The school website can be found at www.leckhampton.gloucs.sch.uk and contains lots of up to date information about school life and events. It is well worth a visit.

Educational Visits

Class Educational Visits are organised to places of interest associated with the curriculum. Parents are always notified of such visits well in advance. Before each visit a detailed risk assessment is carried out in accordance with the County Council Guidelines. There is an annual week’s residential trip for the Year 6 pupils.

Safeguarding

The Governors of Leckhampton C of E Primary School are committed to ensuring that all children in our school feel safe and are free from harm. The school has a range of policies which relate to Safeguarding and Child Protection. To see copies of these policies, please contact the school office.

Road Safety

With the school being situated on such a narrow, busy road, the School and parents must constantly remind children about road safety and encourage sensible behaviour when using Hall Road. Parents are reminded that the school car park is for the use of staff only.

Parents must take great care when parking their cars not to block through traffic. Also in the interest of Road Safety, parents must not stop in the area marked with yellow lines immediately in front of the entrance. The zig-zag lines are for the protection of our children and families.

We ask families to sign the school’s Parking Pledge to demonstrate their commitment to keeping everyone safe.

Security

Access to the school is protected. All Visitors should report to the office at the main entrance where they will be asked to sign-in for health and Safety reasons.

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